

# California Department of Veterans Affairs



*“Honoring California’s Veterans”*

**Classification:** **MATERIALS AND STORES SPECIALIST**  
**Permanent Full Time**

**Salary:** **\$2877.00-\$3420.00 per month**

**Location:** Veterans Home of California-Barstow  
100 E Veterans Parkway  
Barstow, CA

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:** The Materials and Stores Specialist duties consist of ordering, purchasing, merchandising, receipt, storage, issuance, inventory, and shipping of a volume of varied supplies. The incumbent may also perform procurement, property control and auction preparation. Duties include but are not limited to:

Purchasing and pricing, including meetings to determine the needs and interests of the residents, searching markets, contacting vendors, selecting and ordering merchandise, and pricing merchandise for sales within established guidelines. The Warehousing and storekeeping functions such as the receipt, storage, inventory, sales and accountability for various food and personal items for sale in the canteen. Operate state vehicle, pick up will call orders. Prepare policies and procedures. Trains canteen staff and acts as lead person. Receipt, stores, issues and ships a volume of a variety of supplies. Perform procurement, property control and auction preparation. Performs manual labor and repetitive lifting in either indoors or outdoors storage areas. Other duties as assigned within the scope of this classification.

**Desirable Qualifications:**

- Ability to: estimate possible future demands of various supplies based on past needs; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.
- Dependable, reliable, able to work independently and be well organized.
- Possess good communication skills, orally and written.
- Ability to provide excellent customer service.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California- Barstow  
100 East Veterans Parkway  
Barstow, CA 92311  
Attn: Human Resources

**Inquiries:**

Voice: (760) 252-6282  
TDD: (760) 252-6234

**NOTE:** In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.  
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